Computer Basics Workshop

Self-Paced Study Guide

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Welcome to the Computer Basics Workshop
Self-Paced Study

Part 1
(Introduction to the Computer)

IMPORTANT NOTICE:

You must have your NT account before you attempt to use this study guide to learn computer skills. The IS section will provide you with an NT account username and issue you a temporary password. You must change this password before attempting the training exercises.

Please check with the IS Help Desk by calling extension 3246 or 3266 if you have any questions about your NT account or need assistance with changing your temporary password.

To receive 1.5 hours of training credit please return this guide and a completed evaluation form to your supervisor. Thank you

Self-Paced Study Guide: Computer Basics Workshop

Target Population: VA Employees
Length of Training: 1.5 Hours (90 Minutes)
Lesson Title: **Computer Basics Workshop**

Workshop Objectives

MAIN OBJECTIVE: Upon completion of this Computer Basics Workshop, the learner, using a desktop PC in a Windows® 95/NT environment, you will be able to successfully access and open a program. You should complete the Workshop modules according to the following timetable:

45 MINUTES	• **Introduction and Module One:** You will be able to accurately identify the major components of a desktop PC system and, after successfully logging on, use the mouse pointer to demonstrate the basic features of the Windows® desktop.
30 MINUTES	• **Module Two:** You will be able to successfully log on to a desktop PC, use the mouse pointer to point, click and drag, and maximize, minimize, resize, move, change the size and close a window, and logoff.
15 MINUTES	• **Exercise Session:** Log on to a desktop PC, use the mouse pointer to point, click and drag, and maximize, minimize, resize, move, change the size and close a window, open the Windows Help program and logoff.
Methodology	Self-Paced workshop.
Resources	The Self-Paced Study Guide to the Workshop (this document)

Note to Learner: Arrange for a computer workstation prior to beginning the self-paced session. If you have been given a new NT account, please get assistance logging on for the first time before you attempt this training course. Changing your password is not covered in this workshop.

Hi! Welcome to the

Computer Basics Workshop

Figure 1

My name is Virginia, and I'll be here to help you through this self-paced workshop. Shall we get started?

Don't worry about "breaking" the computer or feeling uneasy about learning something new!

Let's just take it one step at a time and try to have some fun along the way!

Figure 2

"This self-paced workshop is designed to last around one and a half hours, which should be plenty of time to work through this workshop study guide. Be sure to take your time and work through every exercise until you're comfortable with the skill being taught. That's the great thing about a self-paced workshop… you're in charge! I will try and anticipate your questions. If something you try doesn't seem to work, please re-read the instructions carefully, and try again. Good luck!"

*"*You probably don't use the computer every day during your normal workday or if you do you may wish that you were more familiar with the way things work. You may have some misconceptions, even fears about computers. What is your 'worst nightmare' about computers?"

Your Worst Nightmare?

Figure 3

"Actually, computers are very hard to 'break,' and let's face it… everyone feels a little uncomfortable while learning something new!"

*"*Today we're going to be familiarizing you with the computer and how it works. The specific skills are shown on Figure 4 below."

You Will Learn -

- Parts of the computer

- How to log on

- How to use a mouse

- How to use special keys on the keyboard

- How to access a program

- How to log off

Figure 4

"Of course, the reason you need to know these skills is so that you can use them as a tool to work with the HR LINK$ program to manage your HR matters, such as applying for another position within the VA, or changing your benefits. These skills also are needed to use the hospital computer programs such as VistA or the CPRS GUI application. GUI (gooey) is a commonly used term that means a program uses graphics or pictures to provide the user with a way to use the program or 'interface' with it. When you hear GUI it really means graphical user interface."

The Overall Objective of This Class

To learn basic computer skills so you can log on to a desktop PC and open or run a program. You will need these skills so you can use HR LINK$™ to access your benefits information, apply for other VA jobs, and other HR related functions. Skills you learn also apply to using other computer programs, like CPRS GUI and VISTA

Figure 5

"Now, before we get into the details of this self-paced session, I'd like for you to recall what it was like when you had to learn to use a new tool, or a new machine on your job. Can you remember?
What did it feel like before you learned about the new tool or new machine? What was it like afterwards? Well, today, you're going to be learning about another tool. The computer is just another tool we use to work with.

MODULE ONE: INTRODUCTION TO COMPUTERS, AND LOGGING ON

"Let's begin our familiarization with the computer by taking a look at the individual pieces or parts that make up a typical desk-top computer system. In Figure Six below, there are five major parts to the computer system: the keyboard, the mouse, the central processor unit or CPU, disk drives, and the monitor. Identify these parts on the computer in front of you!

It's important to know that there are two power buttons, one for the monitor and another on the CPU. Always make sure the monitor is on before you press the CPU power button. Accidentally shutting off a CPU that is running is never a good idea and may result in the computer that won't start up."

Figure 6

"In addition to the basic parts, other computer related hardware can include a telephone, so the computer can communicate over phone lines with other computers, and a scanner, used to import pictures and text directly into the computer. Scanners operate much like a FAX machine but save the information into the computer rather than sending it to another FAX machine.

Now that we have some of the basics out of the way, let's walk through turning the computers on and logging on. The first step is to turn the computer on. After the computer is turned on, it goes through the "boot-up" process. Your computer may already be running. Most of the computers in the medical center are never shut off. If this is the case, you are at Step Two – Logging On."

Steps in Starting the Computer

Step One: Turn the computer on. It will "boot" itself up.

Step Two: Log on to the computer using your User ID and your Password.

Figure 7

"A basic part of the beginning of any computer session is the log on process. Why do we have to log on? It's a privacy and security issue. Logging on is the way a computer knows that you are who you say you are. That way, it can provide you access to **only** your personal records."

Why Should I Logon?

- **Privacy of employee information is important.**

- **When you logon, the computer system knows you are who you say you are.**

- **You can then <u>only</u> have access to your own records.**

Figure 8

"Logging on consists of typing in two pieces of information. The **User ID** or **User Name** (they are one and the same), and your **Password**. Typing the user ID is like putting your bankcard in the slot at the ATM machine. Typing your password is like entering your PIN (Personal Information Number).

Once you have done both these things, the computer knows who you are. You can see why it's so important to not only remember your User ID and password, but to keep this information as securely as you keep your bankcard and PIN.

Of course, you should never share your Password with anyone."

Logon = User ID + Password

For this class, your assigned USER ID is:

_____

For this class, your assigned PASSWORD is:

_____

(Tip: Both the User ID and the Password must be typed exactly as assigned, or they won't work.)

Figure 9

"Here's a picture of a typical log on screen similar to the one most programs will have. Don't worry about the Domain part of the screen. In almost all cases that will already be filled in.
After typing in your User ID and password, what do you suppose your next step is? You're right! Clicking on the "OK" button with your mouse is the next step. You'll get a chance to do this in a moment. Always check the username box before typing in a password. Windows will display the last user that was logged in. Forgetting to change the name could prevent that user from logging on anywhere."

A Typical Logon Screen

Logon Information

Enter a user name and password that is valid for this system.

User Name: [ ]

Password: [ ]

Domain: [ ]

| OK | Cancel | Help | Shut Down |

Tip: "Userid" and "User Name" mean the same thing.

Figure 10

PRACTICE SESSION

"Go ahead and turn your computer on if you need to. Activate the log on by pressing down on the Ctrl and Alt keys (on the keyboard row closest to you) and then pressing once on the Delete key (above the four arrow keys). Click on the **OK** button when you see the security warning. Log on by typing in your User ID and your password that were provided to you before the Workshop. If you need to change the username, use your mouse to click in the username box and make the necessary changes. Then click in the password box to enter your password. After logging on, the computer takes us to the Windows 95/NT desktop."

"As you can see on Figure 11 below, the various parts of the desktop are the Start Button in the lower left corner; the Task Bar across the bottom of the screen; and various icons (the little pictures) on the desktop.

The desktop is similar to your desktop at work. When you open a program, it opens inside a window on the desktop. The Start button is used to open a menu of programs available on your computer. The Task Bar keeps track of any programs that you open. For each program you open, a button will appear on the Task Bar. Icons are for your convenience and help you quickly start the most frequently used programs. Every user in VISN2 will see an icon to start up VistA. The HR LINK$ icon is designed to take you to a computer location where you can take training modules, apply for VA jobs, or perform any number of HR related tasks on your personal records. You'll use this later in the Computer Basics Workshop."
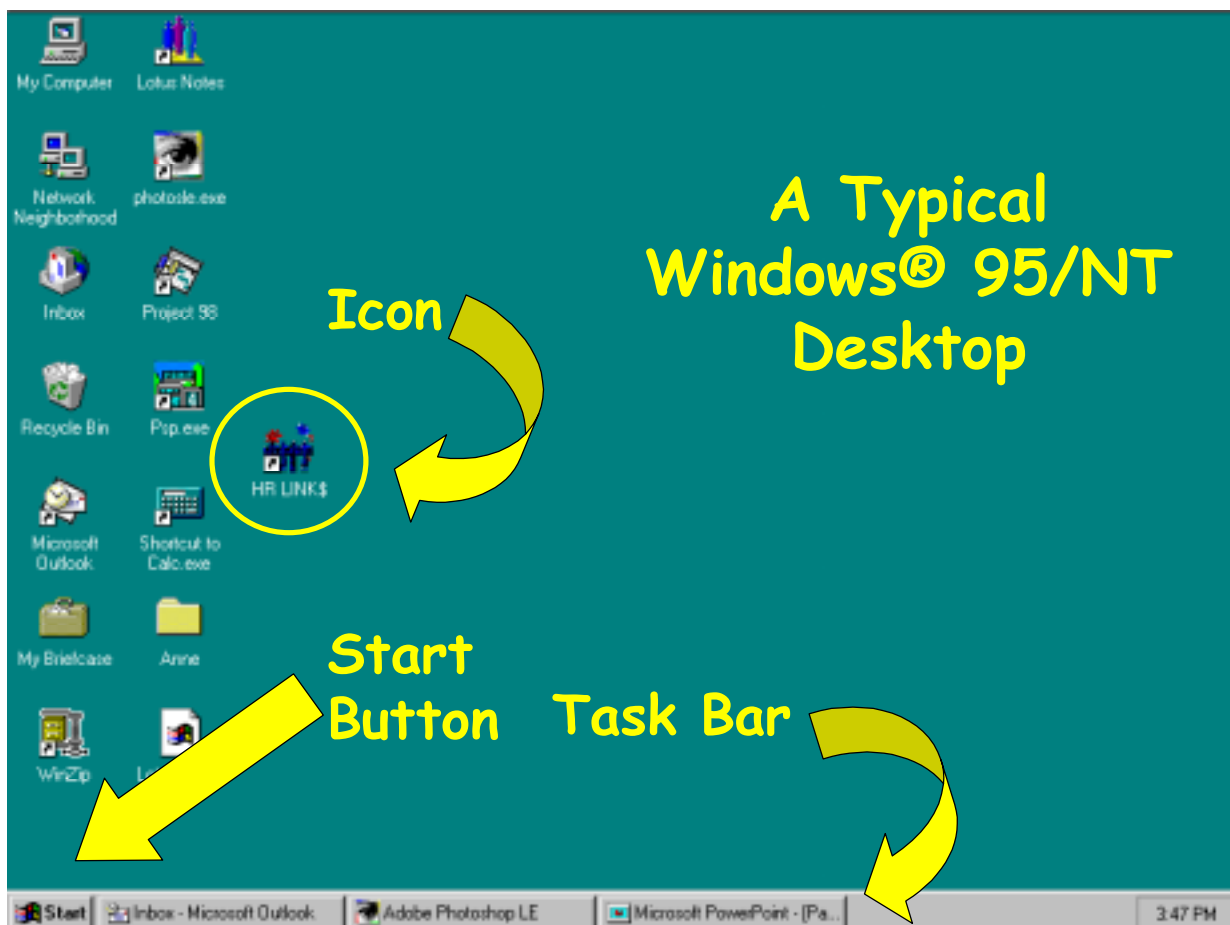

Figure 11

"In the next module, you'll learn how to use the mouse, so for right now, let's just go over the key points about your desktop. Point out the icons, the Start button and the Task Bar. Remember the desktop is just a work surface and designed so that you can move things around as you wish. When you're done, you can move on to Module Two."

MODULE TWO: USING THE MOUSE TO
NAVIGATE THE WINDOWS® 95/NT DESKTOP

"Remember we said earlier that the mouse was one of the devices used to provide input to the computer. Notice that the mouse has two buttons, right and left, and a roller ball underneath. You'll be using the left mouse button to do your clicking.

But if you're left-handed, you'll use your middle finger to click the left mouse button. Got it? You'll get a chance to practice mouse clicking in a moment. Using a mouse to point and select by clicking is a major computer activity. Let's go over some of the mousing skills we're going to learn in this module."

Using the Mouse

Tip: Sometimes the mouse is called a "pointer" since it is used to point at objects on the computer screen.

Figure 12

"The mouse is made to fit your hand and fingers. By gently putting your hand over the mouse and moving it around on the mouse pad, you can maneuver the cursor around on the screen. Be sure to keep the wire pointing away from you.
Watch the computer screen as you move the mouse left and right across the mouse pad. See the little pointed arrow (the cursor) move left and right across the screen?

You can also move the mouse up and down and the cursor follows your hand movements on the screen up and down. The trick is to keep your eyes on the screen and move your hand to make the cursor move to where you want it."

The major mousing skills include moving the mouse around the screen so that you can select objects by clicking or double clicking them, dragging them and dropping them, and a combination of all three.
Let me give you some definitions about mousing and demonstrate them before we go on."

8   **Clicking**: Pressing and releasing a button on a mouse. Clicking is a way of selecting objects or text on a computer screen.

8   **Double Clicking**: Quickly pressing and releasing a mouse button twice. Some computer programs require double clicking to select objects.

8   **Dragging**: By pressing and holding a mouse button in the down position, and then moving (or dragging) the selected object or text to another place by moving the mouse. The selected object appears to move across the computer screen.

8   **Dropping**: Releasing the mouse button "drops" the dragged object or text when the object or text has been dragged to the desired location. When the object or text is dropped, it remains in the desired location."

Mousing Skills

8   **Moving the cursor**

8   **Selecting by Clicking or Double-Clicking**

8   **Dragging and Dropping**

8   **Moving, Clicking, Dragging and Dropping**

Figure 13

"Occasionally, you may have to open or close a window on your desktop. This is mainly done by clicking on one of the sizing buttons in the *far upper right corner* of most Windows® program screens. The area across the top of the window is called the title bar. It has the title of the program you opened and is where you will find the sizing buttons. I've shown the sizing buttons enlarged on Figure 14 below. Do you have a window open on your desktop? If so, let's practice on sizing and re-sizing it. If you don't see an open window, let's open one."
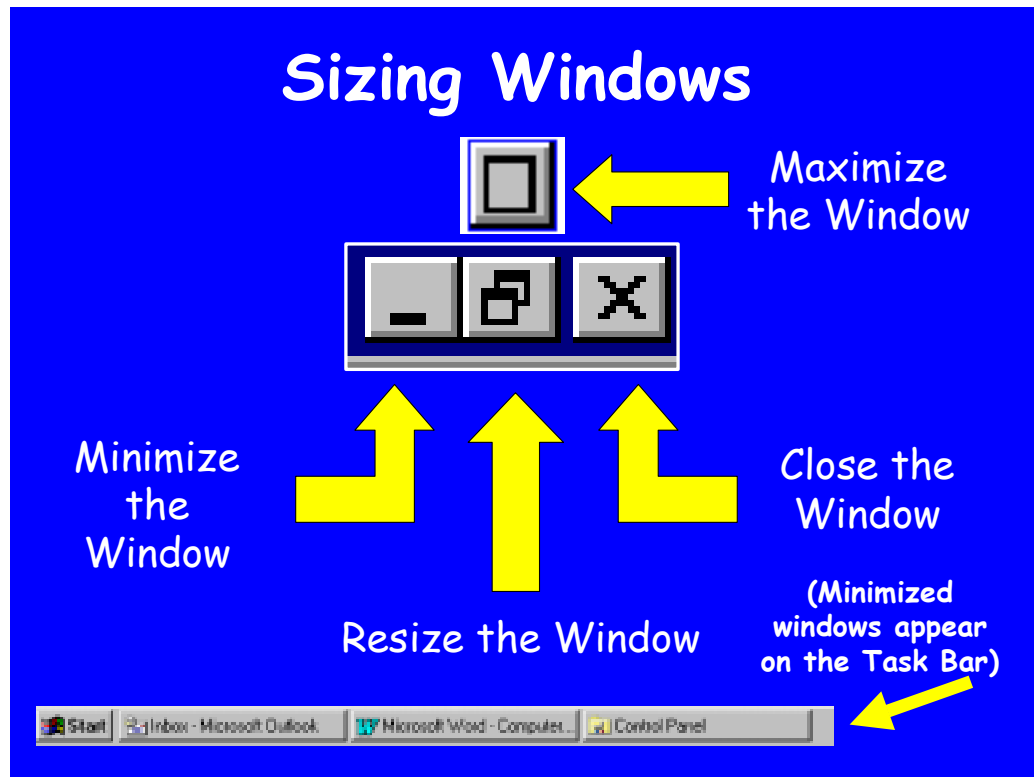

Figure 14

"Go ahead and bring up a window on your desktop. Double-Click on the **My Computer Icon** in the top left corner of your desktop. Now you have an application window to work with! Can you see the sizing buttons on your computer screen? Go ahead, click on the middle **Resize or Maximize Button**. You see that the window becomes smaller or larger depending on how it was when you started. If you look closely, you'll see that the picture on the button has also changed. If you click on it, the window resumes its starting size. Go ahead and maximize the window, then re-size the window.

Now click on the **Minimize Button**. You see that the window seems to disappear altogether. Look down on the **Task Bar** at the bottom of the screen. There it is, only minimized! To bring it back up from the Task Bar just click on the **My Computer** button. Before you close the window lets look at some of the other things you can do with an open window. Remember that when you close the window, if the window contained a running program, this also ends the program. In a minute, you'll get a chance to practice this."

"Occasionally, you may want to move or adjust the size of an open window on your desktop. To move a window, began by clicking on the center of the title bar and while holding the mouse button down, drag the whole window to a new location on the desktop. I've shown the window moving from side to side in Figure 15 below.

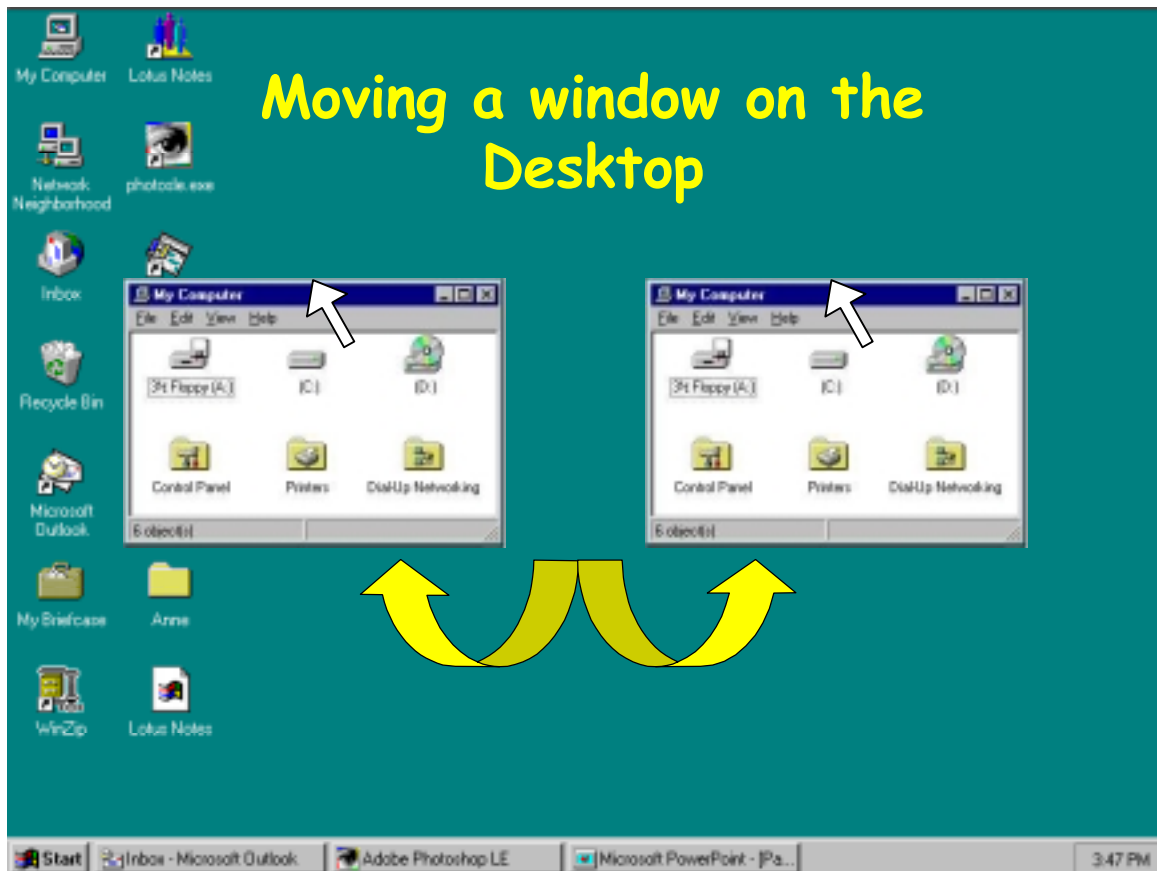Can you see the title bar on your computer screen? Let's open a window and practice moving it."

Figure 15

"Go ahead, click on the middle of the title bar. You see that the window moves as you drag it with your mouse. Put the window in the center of your desktop and we'll show you how to change the size."

"Occasionally, you may want to adjust the size of an open window on your desktop. Moving the mouse pointer to the border of a window (the frame) changes the pointer to a double-headed arrow. Holding the left mouse button down and dragging the frame will change the size of the window. The bottom right corner of a window contains a special marking where both the height and width can be changed together. I've shown the window getting smaller as the corner is dragged to the left and up and getting larger as the corner is dragged down and to the right in Figure 16 below. The window doesn't actually change location just size. Can you see the mouse pointer change when you move to the sizing corner? Let's practice resizing with an open window."
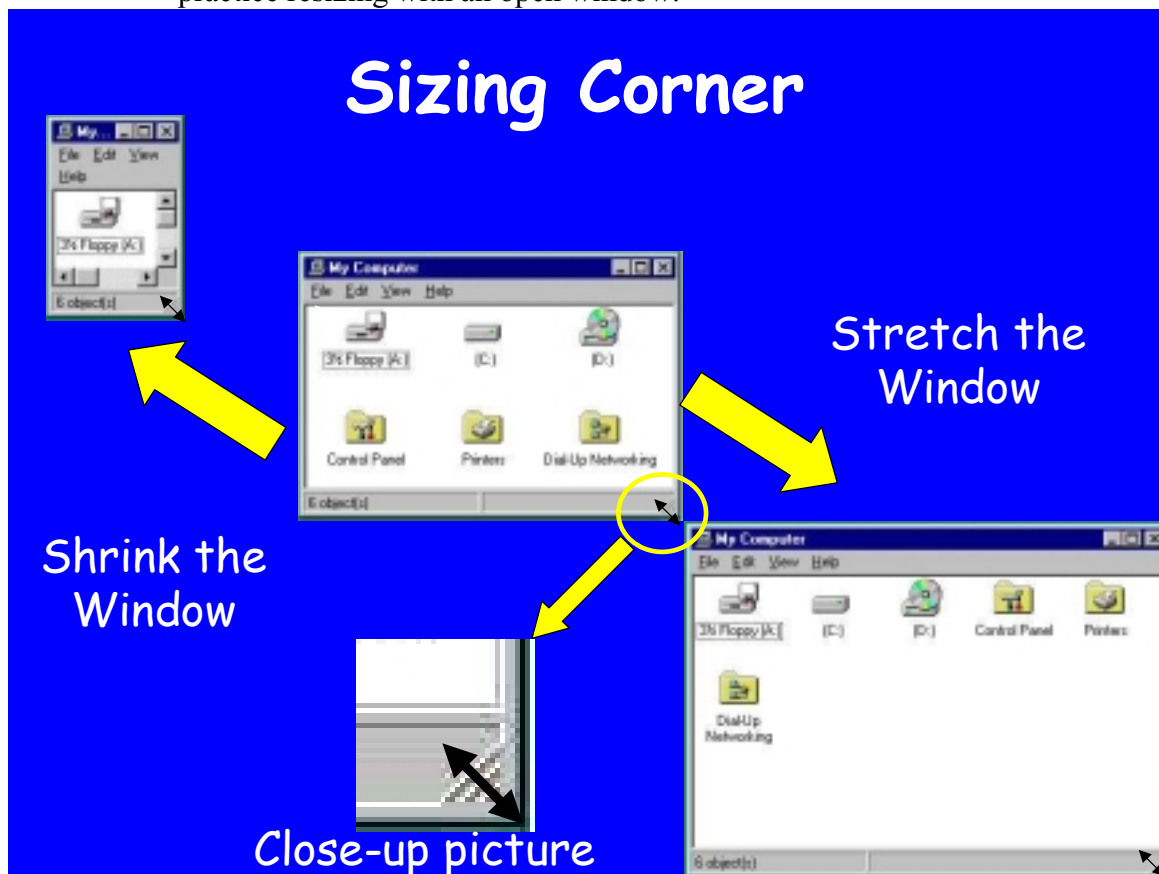

Figure 16

"Go ahead, move the mouse pointer to the bottom right corner of the window. You see that the pointer changes and the window changes size as you drag it with your mouse. You may have noticed, as the window became too small to display all the icons inside, bars appeared on the bottom and right side of the window. These are called scroll bars. They have a slider control to let you see what else is in the window. For now drag the sizing corner so the scroll bars go away. With the window in the center of your desktop, click the Close or **X** sizing button."

"The keyboard is used to type something onto the Windows® screen. Locate the special keys listed below on your keyboard.

The Backspace Key deletes typed letters to the left of the cursor.

The Delete Key deletes typed letters to the right of the cursor.

The Space Bar (the long bar at the bottom of the keyboard, in the middle) adds spaces between typed letters and words.

The Arrow Keys move the cursor up or down one line, or back and forth one space each time they are pressed.

The Shift Key, when pressed at the same time as a letter key, results in capital (upper case) letters.

The Tab Key moves the cursor from field to field in a window. You'll use the Tab Key to move around many of the HR LIN*K$* screens.

The Tab Key, when pressed while holding down the **Shift Key**, results in the cursor moving from field to field in the opposite direction."

Typing in Windows®

- The Backspace Key
- The Delete Key
- The Space Bar
- The Arrow Keys
- The Shift Key
- The Tab Key

Figure 17

"One more skill we need to practice is that of logging off and shutting down the computer. Normally we DO NOT shut down the computers in the medical center. If you are instructed by the IS Help Desk to do it, it is a simple process. Read through the steps on Figures 18 and 19 below"

Steps in Logging Off and Shutting Down the Computer

Step One - Close all running programs.

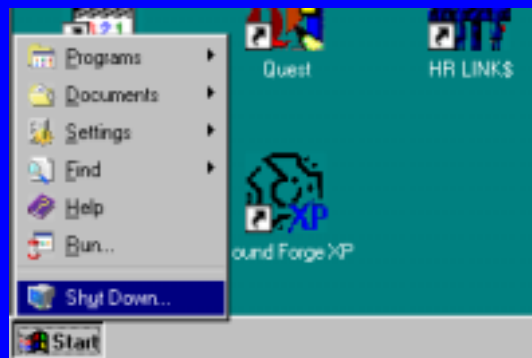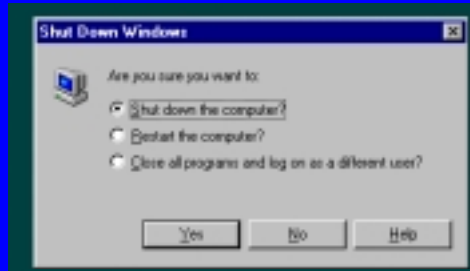## Step Two - Click on the Start Button and select "Shut Down…"

Figure 18

"The first two steps are needed to log off as well as shut down"

Steps in Logging Off and Shutting Down the Computer

<u>Step Three</u> - Be sure the choice "Shut down the computer" is selected. Click "Yes."

Shut Down Windows

Are you sure you want to:

- Shut down the computer?
- Restart the computer?
- Close all programs and log on as a different user?

Yes   No   Help

<u>Step Four</u> – The computer will shut itself down.

<u>Step Five</u> – This one's easy; just turn it off!

Figure 19

"Normally we DO NOT shut down the computers in the medical center. Leaving the computer running allows the IS section to do off-hours software updates Your choice will be different to log off and is shown in Figure 20 below. You should never walk away from a computer without signing off."
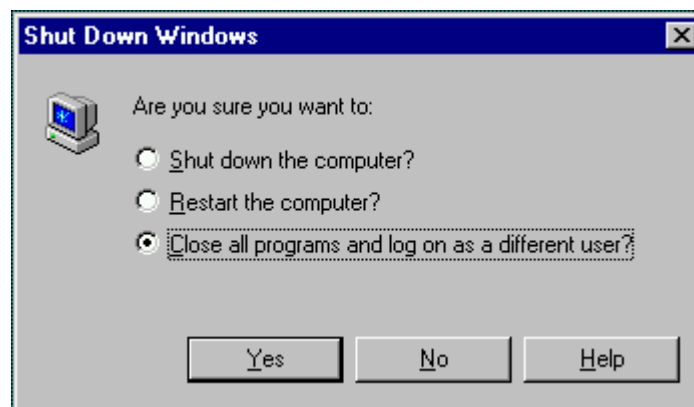
Shut Down Windows

Are you sure you want to:

- Shut down the computer?
- Restart the computer?
- Close all programs and log on as a different user?

Yes   No   Help

Figure 20

<center>EXERCISES</center>

"Now, you'll get a chance to practice these new Windows® skills. "Let's practice your mousing, window-sizing, and typing skills. Remember, if you're left-handed, you'll click the left mouse button with your middle finger.
In these practices, I'll first explain to you what you're going to do, and then you can do it."

Practice No. 1: Selecting an Icon, and Clicking, Dragging, and Dropping Icons:

The Recycle Bin

"You're going to move your cursor over the **Recycle Bin** and click on it once. This is done with the index finger pressing down on the left mouse button. The icon changes color showing that you've selected it.
Then you will click, drag and drop the **Recycle Bin** to another place on the desktop. This is done by pressing the index finger down on the left mouse button <u>and holding it down</u> and moving the **Recycle Bin** while your left finger is pressing on the left mouse button.
When you have moved the Bin to where you want it, you "drop" it, by letting your index finger up."
"OK, now go ahead and move your mouse over the **Recycle Bin** (It's a picture of a wastebasket.). Click once with your index finger on the left mouse button. The **Recycle Bin** darkens.
Click on the **Recycle Bin**, hold your finger down, drag it somewhere else, and drop it on an open area of the desktop.
Be careful… if you click twice on an icon, you'll open that program!"

Practice No. 2 Opening a Program and Sizing Windows:

"In this exercise, you'll be opening the "My Computer" window on the desktop by double-clicking on it. When you do, you'll notice the three window control buttons in the <u>extreme upper right corner</u> on the blue title bar.

Then you'll maximize the window, restore it, minimize it and then restore the window to the desktop by clicking on the Task Bar once.

With the window open you will move the window by dragging the title bar with the mouse. After that you will adjust the window size using the special sizing corner then you'll close the window."

"OK, now you try it.
Double click on the My Computer icon on your desktop. After the My Computer window opens, maximize it. Then re-size it, then minimize it. Click once on the Task Bar to restore the window, and then click on the 'X' button in the title bar to close the window. Note that because the window contains a running program, when the 'X' is clicked, the window closes, and the program stops. It is very important that you not close the VistA program this way. Make sure you halt out of VistA and the program window will close on it's own."

Practice No. 3: Typing in a Window:

"You're going to open the Help program by clicking on the Start Button on the Task Bar.
Then you'll select the Help menu item. Be sure you've clicked on the **Index Tab in the window.** The Help window gives you a small text panel to type your request."

"OK, now you try it. Click on the Start Button, and select the Help Menu item by clicking on it. Click on the Index Tab. After the Help program opens, type the word 'windows' in the text box.
Practice using your special keys… Backspace, Delete, the Space Bar, the arrow keys (only the left and right arrows keys will work in this example), the Shift key, and the Tab Key."

Practice No. 4: Logging Off and Shutting Down the Computer:

"You're going to click on the Start Button on the Task Bar and shut the computer down. You won't completely shut down so you can continue the workshop!"

"OK, now you try it. Click on the Start Button icon on the desktop. Select Shut Down. Instead of selecting 'Yes,' select 'No or press the Esc key.' That way we can continue the workshop. Remember we don't shut down the computers in the medical center, they stay on for software updates during off duty hours."

"For further skill practice, try these five exercises on Figure 21 below on your own." After you have completed the exercises, click on the Start button, select Shut down. From the shutdown options select "Close all programs and log on as a different user." and then click on the Yes button.

Module Two Exercises

1. Move each icon from the left side of the desktop over to the right side of the desktop.

2. Now move the icons from the left to the right, only this time alphabetize them according to the first letter in the icon's title.

3. Double click on the My Computer Icon. Maximize the window. Re-size it. Now minimize it. Click on it on the Task Bar and close it.

4. Click on the Start Button in the Task Bar. Select the Help Program and click on it. Type in a request. Use the Backspace, Delete, and Space Key. Try using the left and right arrow keys to move the cursor around. Now close that window.

5. Click on the Start Button in the Task Bar. Select Close all programs and log on as a different user.

6. Click on the Yes button.

Figure 21

"Well, since we're almost through, let's sum up…

Today you have learned some basic computer skills and the different parts of the computer system. You've learned how to log on, how to use a mouse to navigate around the Windows® desktop, and log off the PC workstation.

In addition, you demonstrated that you were able to put all these skills together to successfully access a program (the Windows Help program).

Keep in mind why you have learned these skills. It is so you can successfully use the computer to conduct your own human resource related affairs using the HRLink$ program and for the VistA and CPRS GUI programs.

It's also important to remember that since you won't be using these skills every day, they are easy to forget.

You can also use all the resources available to you in your work-site's HR LINK$ Access Point. You will be able to call the Shared Service Center in Topeka if you get stuck on something.

The SSC's 800 toll-free number is on the job aid. They won't be able to assist you on basic computer problems, but they can help you work your way through the HR LINK$ system.

Thanks for sticking with it to the very end. Completing this part of the Computer Basics Workshop will credit you with 1.5 hours of training time. Please let your supervisor know when you've finished. Good luck and take care!"